



**SUBSIDY UPDATE  
AND SPECIAL APPROVAL APPLICATION  
(EXISTING ENROLMENT)**

This form is used for the purpose of:

- Updating child and/or applicant/spouse's details (**for existing enrolled Singapore Citizen children**); or
- Applying for / renewing Special Approval, Start-Up Grant (SUG) and/or financial assistance for child care (CCFA) for children who are already enrolled in the centre (**applicable for Singapore Citizen children only**)

**Part 1: Child Details**

	Child 1	Please fill in this column if you are updating for more than one child
Name as in Birth Certificate / Passport		
Birth Certificate / FIN / Passport No.		

**Part 2: Purpose of Application**

**Please tick to indicate the purpose of application and proceed to the relevant Section(s):**

<b>Section A: Update of Child Details</b>	
<input type="checkbox"/> Programme Type	→ Section A (1)
<input type="checkbox"/> Programme Fee	→ Section A (2)
<u>Note:</u> For update of child's Singapore Citizenship status, please submit Form 1 (Enrolment and Subsidy Application) to apply for child care subsidies directly.	
<b>Section B: Update of Applicant / Spouse Details</b>	
<input type="checkbox"/> Marital Status	→ Section B (1)
<input type="checkbox"/> Nationality	→ Section B (2)
<input type="checkbox"/> Employment and/or Income	→ Section B (3)
<b>Section C: Special Approval Application</b>	
<input type="checkbox"/> Special Approval for (1) Non-Working Applicant, (2) Non-Parent Caregiver Applicant, or (3) Households under HDB's Public Rental Scheme or MSF's ComCare Assistance	→ Section C
<b>Section D: Update of Per Capita Income (PCI)</b>	
<input type="checkbox"/> Per Capita Income (PCI) Application	→ Section D
<b>Section E: Start-Up Grant (SUG) / Financial Assistance for Child Care (CCFA) Application</b>	
<input type="checkbox"/> Start-Up Grant (SUG)	→ Section E
<input type="checkbox"/> Child Care Financial Assistance (CCFA)	→ Section E

**Section A: Update of Child's Details**

- You are only required to complete the relevant section(s).
- Please submit the relevant supporting documents.

**(1) Change in Programme Type**

	Child 1	Child 2
New Programme Level	<input type="checkbox"/> Infant Care <input type="checkbox"/> Nursery <input type="checkbox"/> Playgroup <input type="checkbox"/> K1 <input type="checkbox"/> Pre-Nursery <input type="checkbox"/> K2	<input type="checkbox"/> Infant Care <input type="checkbox"/> Nursery <input type="checkbox"/> Playgroup <input type="checkbox"/> K1 <input type="checkbox"/> Pre-Nursery <input type="checkbox"/> K2
New Service Type	<input type="checkbox"/> Full Day <input type="checkbox"/> Flexi Care 1 <input type="checkbox"/> Half Day(AM) <input type="checkbox"/> Flexi Care 3 <input type="checkbox"/> Half Day(PM)	<input type="checkbox"/> Full Day <input type="checkbox"/> Flexi Care 1 <input type="checkbox"/> Half Day(AM) <input type="checkbox"/> Flexi Care 3 <input type="checkbox"/> Half Day(PM)
Fee Paid for New Programme	\$ _____ (less discount if applicable)	\$ _____ (less discount if applicable)
Effective Start Date	DD / MM / YYYY	DD / MM / YYYY

**(2) Change in Programme Fee**

	Child 1	Child 2
New Programme Fee	\$ _____ (after discount if applicable)	\$ _____ (after discount if applicable)
Effective Start Date	DD / MM / YYYY	DD / MM / YYYY

**Section B: Update of Applicant's and/or Spouse's Details**

- You are only required to complete the relevant section(s).
- You only need to complete the details of the person for whom you are updating, i.e. if the update is for Applicant, you **do not** need to fill in details of Spouse.
- The applicant refers to the **mother**. Where the mother is unavailable for divorced / separation / widowed cases, the applicant will be the single father.
- Please submit the relevant supporting documents.

**Applicant and/or Spouse Details**

Applicant		Spouse
Name as in NRIC / FIN / Passport		
NRIC / FIN / Passport No.:		

**(1) Change in Marital Status**

Applicant		Spouse
New Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed
Effective Start Date	DD / MM / YYYY	DD / MM / YYYY

**(2) Change in Nationality**

Applicant		Spouse
Change in Nationality to:	<input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Foreigner	<input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Foreigner
Effective Start Date	DD / MM / YYYY	DD / MM / YYYY

**(3) Change in Employment and/or Income**

You only need to complete the details of the person for whom you are updating, i.e. if the update is for Applicant, you **do not** need to fill in details of Spouse.

- A working applicant refers to one who works **at least 56 hours per month**<sup>1</sup>.
- For **salaried employees**, ECDA will retrieve your income data from the Central Provident Fund (CPF) Board and the Inland Revenue Authority of Singapore (IRAS). Salaried employees **without CPF contributions / have started employment within the last 2 months of this application** are required to submit the relevant supporting documents.
- For **self-employed individuals**, ECDA will retrieve your latest Annual Trade Income from IRAS. Individuals who did not file tax with IRAS in the latest assessment year<sup>2</sup> (i.e. do not have a Notice of Assessment (NOA) are to declare your average gross monthly income and submit the relevant supporting documents.)

Applicant	Spouse
<p>Please tick to <b>select the new</b> employment status and complete the details (if applicable). <b>Regardless of the applicant's working status, if you are living in HDB's Public Rental Scheme or receiving MSF's ComCare Short-to-Medium-Term Assistance (SMTA) or Long-Term Assistance (LTA), please fill in Section (C).</b></p> <p><input type="checkbox"/> <b>Working</b></p> <p><input type="checkbox"/> <b>Salaried employee</b></p> <ul style="list-style-type: none"> <li>• Did you start your employment within the last 2 months of this application?                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes    <input type="checkbox"/> No</li> </ul>                     *If Yes, please indicate commencement date and gross monthly income:                      DD / MM / YYYY                      \$ _____                      (Average Gross Monthly Income)                 </li> <li>• Do you receive CPF contributions?                     <ul style="list-style-type: none"> <li>Yes    <input type="checkbox"/> No</li> </ul> </li> </ul> <p><input type="checkbox"/> <b>Self-employed</b></p> <ul style="list-style-type: none"> <li>• Do you have NOA?                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes    <input type="checkbox"/> No    \$ _____                      (Average Gross Monthly Income)</li> </ul> </li> </ul> <p><input type="checkbox"/> <b>Salaried employee and Self-employed</b></p> <ul style="list-style-type: none"> <li>• Did you start your employment within the last 2 months of this application?                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes    <input type="checkbox"/> No</li> </ul>                     *If Yes, please indicate commencement date and gross monthly income:                      DD / MM / YYYY                      \$ _____                      (Average Gross Monthly Income)                 </li> <li>• Do you receive CPF contributions?                     <ul style="list-style-type: none"> <li>Yes    <input type="checkbox"/> No</li> </ul> </li> <li>• Do you have NOA?                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes    <input type="checkbox"/> No    \$ _____                      (Average Gross Monthly Income)</li> </ul> </li> </ul> <p><input type="checkbox"/> <b>Not Working but applying for Special Approval (SA)<sup>3</sup> and/or Child Care Financial Assistance (CCFA)</b>                      [See Section C and E for details, fill where applicable]</p> <p><input type="checkbox"/> <b>Not Working and not applying for SA or CCFA</b>                      [Based on your employment status, you will be eligible for the Basic Subsidy of \$150 only.]</p>	<p>Please tick to <b>select the new</b> employment status and complete the details (if applicable).</p> <p><input type="checkbox"/> <b>Working</b></p> <p><input type="checkbox"/> <b>Salaried employee</b></p> <ul style="list-style-type: none"> <li>• Did you start your employment within the last 2 months of this application?                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes    <input type="checkbox"/> No</li> </ul>                     *If Yes, please indicate commencement date and gross monthly income:                      DD / MM / YYYY                      \$ _____                      (Average Gross Monthly Income)                 </li> <li>• Do you receive CPF contributions?                     <ul style="list-style-type: none"> <li>Yes    <input type="checkbox"/> No</li> </ul> </li> </ul> <p><input type="checkbox"/> <b>Self-employed</b></p> <ul style="list-style-type: none"> <li>• Do you have NOA?                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes    <input type="checkbox"/> No    \$ _____                      (Average Gross Monthly Income)</li> </ul> </li> </ul> <p><input type="checkbox"/> <b>Salaried employee and Self-employed</b></p> <ul style="list-style-type: none"> <li>• Did you start your employment within the last 2 months of this application?                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes    <input type="checkbox"/> No</li> </ul>                     *If Yes, please indicate commencement date and gross monthly income:                      DD / MM / YYYY                      \$ _____                      (Average Gross Monthly Income)                 </li> <li>• Do you receive CPF contributions?                     <ul style="list-style-type: none"> <li>Yes    <input type="checkbox"/> No</li> </ul> </li> <li>• Do you have NOA?                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes    <input type="checkbox"/> No    \$ _____                      (Average Gross Monthly Income)</li> </ul> </li> </ul> <p><input type="checkbox"/> <b>Not Working</b></p>
<b>Effective Start Date</b>	<b>Effective Start Date</b>
DD / MM / YYYY	DD / MM / YYYY

<sup>1</sup> Please take note that applicant/spouse on No-Pay Leave (i.e. not working for at least 56 working hours) should indicate in Form 1 as "Not Working and not applying for SA or CCFA".

<sup>2</sup> Due to (i) commencement of trade/business within the last 12 months or (ii) not meeting the income threshold to file tax.

<sup>3</sup> Applicants may apply for Special Approval if they are unable to work due to valid reasons, such as medical reasons, caregiving commitments, looking for a job, studying / training / on course, etc. For more details, see Part 3(B)(I).

## Section C: Special Approval

- Please complete this section if you wish to submit a new application for Special Approval or seek extension of existing approved subsidy under Special Approval.
- Extension will be granted on a case-by-case basis and subject to ECDA's approval. There will be no extension for certain cases.

### (1) Non-Working Applicant

- Non-working mothers / single fathers are eligible for a monthly Basic Subsidy of \$150<sup>4</sup>.
- ECDA provides higher subsidies on a time-limited basis to mothers / single fathers who are unable to work due to valid reasons under Special Approval.
- Supporting documents (where applicable) are required.

### (2) Non-Parent Caregiver Applicant

- ECDA will also consider applications from non-parent caregivers under Special Approval, on a case-by-case basis.
- Supporting documents (where applicable) are required.

### (3) Households under HDB's Public Rental Scheme or MSF's ComCare Assistance

- ECDA will qualify families under HDB's Public Rental Scheme (PRS) or receiving MSF's ComCare Short-to-Medium-Term Assistance (SMTA) or Long-Term Assistance (LTA) for the working mother Basic Subsidy and maximum Additional Subsidy.
- Supporting documents are not required at the point of application, unless the family is also applying for **Child Care Financial Assistance (CCFA)** (Section E).
- Children from low-income households and enrolled in affordable preschools may also wish to apply for the **Start-Up Grant** (Section E).

(1) Applicant is not working due to the following circumstance(s):	(2) Applicant is a non-parent caregiver:	(3) Households under HDB's Public Rental Scheme or MSF's ComCare Assistance:
<p><b>Please tick to indicate reason:</b></p> <p><input type="checkbox"/> Looking for a job  <input type="checkbox"/> [Optional] I wish to be referred to Workforce Singapore (WSG) for career matching services<sup>5</sup>.</p> <p><input type="checkbox"/> Studying / Training / On course (for at least 56 hours a month)</p> <p><input type="checkbox"/> Pregnancy (EDD<sup>6</sup>: DD / MM / YYYY)</p> <p><input type="checkbox"/> Medically unfit for work due to hospitalisation, long-term illness and/or permanent disability</p> <p><input type="checkbox"/> Taking care of sick or special needs family member</p> <p><input type="checkbox"/> Caring full-time for a sibling aged 24 months and below</p> <ul style="list-style-type: none"> <li>• Name of Sibling: _____</li> <li>• Birth Cert No.: _____</li> <li>• Citizenship: <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Permanent Resident  <input type="checkbox"/> Foreigner</li> </ul> <p><input type="checkbox"/> Incarcerated</p>	<p><b>Please tick to indicate relationship to child:</b></p> <p><input type="checkbox"/> Legal Guardian</p> <p><input type="checkbox"/> Any Other Caregiver</p> <p><input type="checkbox"/> MSF Foster Parent</p> <p><input type="checkbox"/> Head, Children Home</p>	<p><b>Please tick to indicate if your family is currently under the following scheme(s):</b></p> <p><input type="checkbox"/> HDB's Public Rental Scheme</p> <p><input type="checkbox"/> MSF's ComCare Short-to-Medium-Term Assistance or Long-Term Assistance</p>

<sup>4</sup> For Full-Day, Half-Day and Flexi Care 3 programmes. The non-working mother Basic Subsidy for Flexi Care 1 is \$55.

<sup>5</sup> WSG will contact interested applicants to arrange for a meet up to discuss their employment needs.

<sup>6</sup> Please include your Expected Date of Delivery (EDD).

**Section D: Update of Per Capita Income (PCI) Application**

**If your household has 5 or more family members, with at least 3 dependants who are not earning an income, please complete Section D to provide the details of your family members so that the Per Capita Income (PCI) of your household can be computed.**

- All family members in this Per Capita Income (PCI) application must:
  - be related by blood, marriage and/or legal adoption; and
  - have the same address stated in their NRIC as the applicant (i.e. mother or single parent).
- For salaried employees, ECDA will retrieve your income data from the CPF Board and IRAS. Salaried employees without CPF contributions / have started employment within the last 2 months of this application are required to submit the relevant supporting documents.
- For self-employed individuals, ECDA will retrieve your latest Annual Trade Income from IRAS. Individuals who did not file tax with IRAS in the latest assessment year<sup>7</sup> (i.e. do not have a Notice of Assessment (NOA)) are to declare your average gross monthly income and submit the relevant supporting documents.

<b>Do you have a household with 5 or more family members, including at least 3 dependants with no income?</b> <input type="checkbox"/> Yes – Please fill in the details of your family members below. <input type="checkbox"/> No – Please skip this section.				
Name	NRIC / BC / Fin No.	Date of Birth	Relationship to child	Working Status
				<input type="checkbox"/> <b>Not working</b> <input type="checkbox"/> <b>Salaried employee</b> Did you start your employment within the last 2 months of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, please indicate commencement date and gross monthly income: DD / MM / YYYY \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Self-employed</b> \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Salaried employee and Self-employed</b> \$ _____ (Average Gross Monthly Income)
				<input type="checkbox"/> <b>Not working</b> <input type="checkbox"/> <b>Salaried employee</b> Did you start your employment within the last 2 months of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, please indicate commencement date and gross monthly income: DD / MM / YYYY \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Self-employed</b> \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Salaried employee and Self-employed</b> \$ _____ (Average Gross Monthly Income)

<sup>7</sup> Due to (i) commencement of trade/business within the last 12 months or (ii) not meeting the income threshold to file tax.

Name	NRIC / BC / Fin No.	Date of Birth	Relationship to child	Working Status
				<input type="checkbox"/> <b>Not working</b> <input type="checkbox"/> <b>Salaried employee</b> Did you start your employment within the last 2 months of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, please indicate commencement date and gross monthly income: DD / MM / YYYY \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Self-employed</b> \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Salaried employee and Self-employed</b> \$ _____ (Average Gross Monthly Income)
				<input type="checkbox"/> <b>Not working</b> <input type="checkbox"/> <b>Salaried employee</b> Did you start your employment within the last 2 months of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, please indicate commencement date and gross monthly income: DD / MM / YYYY \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Self-employed</b> \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Salaried employee and Self-employed</b> \$ _____ (Average Gross Monthly Income)
				<input type="checkbox"/> <b>Not working</b> <input type="checkbox"/> <b>Salaried employee</b> Did you start your employment within the last 2 months of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, please indicate commencement date and gross monthly income: DD / MM / YYYY \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Self-employed</b> \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Salaried employee and Self-employed</b> \$ _____ (Average Gross Monthly Income)

**Section E: Start-Up Grant and/or Financial Assistance for Child Care (for Singapore Citizen child only)**

- **Start-Up Grant (SUG)** is a one-time grant to cover the initial costs of enrolling a child in an infant/child care centre. SUG is capped at \$1,000 per child (inclusive of GST, if applicable) and covers the registration fee, deposit, school uniform, insurance and mattress.
- **Child Care Financial Assistance (CCFA)** for child care provides fee assistance to lower-income families who enrol their child(ren) in affordable<sup>8</sup> infant/child care programmes, but due to difficult family circumstances, need help with paying the monthly fees, even after receiving child care subsidies. The applicant (mother or single father) should be working. Applicants who are unable to work due to valid reasons may also apply. Valid reasons include looking for work, medically unfit for work, incarcerated, etc.
- Family’s monthly gross household income is \$3,500 and below, or Per Capita Income (PCI) not exceeding \$875.
- All applications will be assessed on a case-by-case basis.

Child 1	
<input type="checkbox"/> <b>Child Care Financial Assistance from:</b> _____(MM/YY) to _____(MM/YY)	<input type="checkbox"/> <b>Start-Up Grant (SUG)</b> – If the child has benefitted from SUG previously, this application would be considered on an appeal basis only.
<b>Type of Referral (A or B):</b> <b>A) Referred by agency<sup>9</sup>:</b> <input type="checkbox"/> Family Service Centre (FSC) / other MSF-approved agencies <input type="checkbox"/> MSF <b>B) Self-Referred:</b> <input type="checkbox"/> Parent(s) is/are not working and looking for work <sup>10</sup> (through WSG/e2i or Others) <input type="checkbox"/> Parent(s) is/are medically unfit to work <input type="checkbox"/> Parent(s) is/are incarcerated <input type="checkbox"/> Parent(s) is/are schooling or on course <input type="checkbox"/> Parent(s) is/are unable to work because caring for a family member who is ill <input type="checkbox"/> Family bears high cost of caring for sick / disabled dependant <input type="checkbox"/> Applicant is the child’s guardian (legal guardian or informal guardian) <input type="checkbox"/> Child is a resident in a children’s home under MSF’s purview <input type="checkbox"/> A single parent and in need of support <input type="checkbox"/> Parent(s) applied for financial assistance at a Social Service Office (SSO) in the last 3 months <sup>11</sup> (Centre is to upload this Form 2 Section E in CMS.) <input type="checkbox"/> <b>Others<sup>12</sup>:</b> _____	<b><u>To be completed by the centre<sup>13</sup>:</u></b>  <ul style="list-style-type: none"> <li>• Registration fee (one-off upon enrolment) \$ _____</li> <li>• Deposit (equivalent to one month’s fee, and retained in MSF upon SUG approval) \$ _____</li> <li>• School uniform/physical education attire (on a needs basis, capped at 3 days’ requirement) \$ _____</li> <li>• Insurance (one-off upon enrolment) \$ _____</li> <li>• Mattress (capped at 1 piece) / Mattress cover (capped at 2 pieces) \$ _____</li> </ul>

<sup>8</sup> The family needs to consider if the monthly fee is affordable and within its budget, and would not lead to financial strain.

<sup>9</sup> Please submit Letter of Recommendation (LOR) if referred by an MSF-approved agency.

<sup>10</sup> No supporting documents are required at the point of application. MSF however reserves the right to request for supporting documents as part of the assessment, where required.

<sup>11</sup> Applicable only for Comcare Short-to-Medium-Term assistance and Comcare Long-Term assistance. No supporting documents are required at the point of application. MSF however reserves the right to request for supporting documents as part of the assessment, where required.

<sup>12</sup> To indicate the reason(s) for the application and provide the relevant supporting documents (where applicable).

<sup>13</sup> All items are for use in the current school year upon enrolment in the Centre only.



## Child 2

**Child Care Financial Assistance from:**  
 \_\_\_\_\_(MM/YY) to \_\_\_\_\_(MM/YY)

**Type of Referral (A or B):****A) Referred by agency<sup>14</sup>:**

- Family Service Centre (FSC) / other MSF-  
 approved agencies
- MSF

**B) Self-Referred:**

- Parent(s) is/are not working and looking for  
 work<sup>15</sup> (through WSG/e2i or Others)
- Parent(s) is/are medically unfit to work
- Parent(s) is/are incarcerated
- Parent(s) is/are schooling or on course
- Parent(s) is/are unable to work because caring  
 for a family member who is ill
- Family bears high cost of caring for sick /  
 disabled dependant
- Applicant is the child's guardian (legal guardian  
 or informal guardian)
- Child is a resident in a children's home under  
 MSF's purview
- A single parent and in need of support
- Parent(s) applied for financial assistance at a  
 Social Service Office (SSO) in the last 3  
 months<sup>16</sup> (Centre is to upload this Form 2  
 Section E in CMS)
- Others<sup>17</sup>: \_\_\_\_\_

**Start-Up Grant (SUG)** – If the child has benefitted  
 from SUG previously, this application would be  
 considered on an appeal basis only.

**To be completed by the centre<sup>18</sup>:**

- Registration fee (one-off upon enrolment)  
 \$ \_\_\_\_\_
- Deposit (equivalent to one month's fee and  
 retained in MSF upon SUG approval)  
 \$ \_\_\_\_\_
- School uniform/physical education attire (on a  
 needs basis, capped at 3 days' requirement)  
 \$ \_\_\_\_\_
- Insurance (one-off upon enrolment)  
 \$ \_\_\_\_\_
- Mattress (capped at 1 piece) / Mattress cover  
 (capped at 2 pieces)  
 \$ \_\_\_\_\_

<sup>14</sup> Please submit Letter of Recommendation (LOR) if referred by an MSF-approved agency.

<sup>15</sup> No supporting documents are required at the point of application. MSF however reserves the right to request for supporting documents as part of the assessment, where required.

<sup>16</sup> Applicable only for Comcare Short-to-Medium-Term assistance and Comcare Long-Term assistance. No supporting documents are required at the point of application. MSF however reserves the right to request for supporting documents as part of the assessment, where required.

<sup>17</sup> To indicate the reason(s) for the application and provide the relevant supporting documents (where applicable).

<sup>18</sup> All items are for use in the current school year upon enrolment in the Centre only.

### **Part 3: Consent and Declaration by Applicant / Spouse / Family Members**

1. I/We understand that Government of Singapore as represented by the Ministry of Social and Family Development (“MSF”) and the Early Childhood Development Agency (“ECDA”) require my/our personal information and the personal information of my/our family members included in this application for the purpose of assessing and/or re-assessing my/our eligibility for the infant/child care subsidies, Kindergarten Fee Assistance Scheme (“KiFAS”), financial assistance for child care (“CCFA”), Start-Up Grant (“SUG”), KidSTART, and/or other relevant kindergarten, infant or childcare assistance or programmes provided by ECDA or its appointed agencies (“Pre-School Subsidies and/or Programmes”) at any point(s) in time during the period of this consent.
2. I/We hereby consent and agree to the following agencies disclosing to MSF and ECDA my/our personal information and the personal information of my/our family members included in this application, where applicable, to the extent permitted by law, strictly for the purpose specified in paragraph 1:
  - 2.1. The Comptroller of Income Tax disclosing my/our annual employment and/or trade income as assessed by the Inland Revenue Authority of Singapore within the last 2 assessment years;
  - 2.2. The Central Provident Fund (“CPF”) Board disclosing the CPF contributions submitted by my/our employer(s) for the period of 12 months preceding the date of request for information by MSF and ECDA, and any information that can be derived from those CPF contributions;
  - 2.3. The Immigration and Checkpoints Authority disclosing my/our personal information and the personal information of my/our children and family members included in this application form;
  - 2.4. The Registry of Marriages or the Registry of Muslim Marriages disclosing the information related to my/our marital status;
  - 2.5. The Singapore Prison Service disclosing information related to my/our period(s) of incarceration;
  - 2.6. The Ministry of Manpower disclosing information related to my/our work pass validity;
  - 2.7. The Housing & Development Board disclosing information related to my tenancy; and
  - 2.8. MSF disclosing information related to my Comcare Short-To-Medium-Term Assistance or Long-Term Assistance.
3. I/We understand that MSF and ECDA may, without further reference to me/us, collect, share and use my/our personal information and the personal information of my/our children included in this application, to the extent permitted by each of the agencies stated in paragraph 2, for analysis and evaluation to improve and/or make changes to the assistance or programmes specified in paragraph 1, and/or to create new social services or public assistance schemes.
4. I/We further consent for MSF and ECDA to share my/our information and the personal information of my/our children included in this application with ECDA’s appointed agencies for the application of any of the Pre-School Subsidies and/or Programmes, or for outreach and/or service delivery purposes if my/our children is assessed to be eligible for any of the Pre-School Subsidies and/or Programmes.
5. I/We consent and allow the early childhood development centre (the “ECDC”) indicated in this application to apply for any of the Pre-school Subsidies and/or Programmes on my/our behalf.
6. My/Our consent under paragraphs 2 to 4 shall remain valid until:
  - 6.1. One year after my/our child (or where applicable, last child) covered by this consent has withdrawn from the ECDC; or
  - 6.2. I/We withdraw it in writing, whichever is earlier.
7. I/We understand that my/our personal information may still be used for audit purposes for up to one year after my/our consent has expired or been withdrawn in paragraphs 6.1 or 6.2 (as applicable).
8. I/We consent to ECDA releasing my/our particulars included in this application to the Health Promotion Board (“HPB”) for the purpose of my/our children being screened under the health programmes of HPB. My/Our consent shall remain valid until my/our child covered by this consent has withdrawn from the ECDC or I/we withdraw it in writing.
9. I/We acknowledge that it could take up to 15 working days from the date of receipt by ECDA of the request, before any withdrawal of consent at paragraphs 6.2 and 8 takes effect. Consent can be withdrawn by sending an email request to [Contact@ecda.gov.sg](mailto:Contact@ecda.gov.sg) or by sending a written request to: 51, Cuppage Road, #08-01 Singapore 229469 (attention to: Subsidy Branch).
10. I/We understand that if I/we had opted to provide my/our signatures via electronic methods, the said electronic signatures would be legally valid and binding.
11. I/We declare that the information provided in this application by me/us is true and I/we furnish it knowing that I/we may be liable to prosecution if I/we have wilfully stated any information which I/we know to be false or misleading or do not believe to be true.
12. I/We understand that the onus is on me/ us to ensure that all information provided is true and accurate. In the event of any false or inaccurate information being submitted to ECDA or MSF, my/our application may be rejected or any prior approval may be withdrawn. In addition, I/we may be required to repay, in full or part, the subsidy and/or financial assistance provided to me/us by the Government.
13. I/We fully understand that the ECDA and MSF will assess our application according to their criteria and have the discretion to determine the amount of subsidy and/or assistance to be granted to me/us. I/ we are aware that if there are any payments made in mistake or error, I/we may be required to return any such payment to the Government.
14. I/We have read and understood this consent form fully. The terms of this consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

**Applicant**

<p style="text-align: center;">_____</p> <p style="text-align: center;"><b>(Signature of applicant)</b></p> <p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: DD / MM / YYYY</p>	<p><b><u>Consent from parent / guardian:</u></b></p> <p><b>If the applicant is below 21 years old, please provide the consent and particulars of the parent / guardian of the applicant.</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Signature of parent / guardian of applicant)</p> <p>Relationship to applicant:</p> <p style="text-align: center;">_____</p> <p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: DD / MM / YYYY</p>
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**Applicant's Spouse**

<p style="text-align: center;">_____</p> <p style="text-align: center;"><b>(Signature of spouse)</b></p> <p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: DD / MM / YYYY</p>	<p><b><u>Consent from parent / guardian:</u></b></p> <p><b>If the applicant's spouse is below 21 years old, please provide the consent and particulars of the parent / guardian of the applicant's spouse.</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Signature of parent / guardian of spouse)</p> <p>Relationship to applicant's spouse:</p> <p style="text-align: center;">_____</p> <p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: DD / MM / YYYY</p>
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**Family Members**

Complete this section only if you are applying for Additional Subsidy by PCI (please refer to Section D of this application).

If the family member is below 21 years old, parents or legal guardian of the minor may provide consent on behalf.

<p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: DD / MM / YYYY</p>	<p>_____</p> <p><b>(Signature)</b></p>
<p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: DD / MM / YYYY</p>	<p>_____</p> <p><b>(Signature)</b></p>
<p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: DD / MM / YYYY</p>	<p>_____</p> <p><b>(Signature)</b></p>
<p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: DD / MM / YYYY</p>	<p>_____</p> <p><b>(Signature)</b></p>
<p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: DD / MM / YYYY</p>	<p>_____</p> <p><b>(Signature)</b></p>

**Part 4: Declaration by Licensee / authorised personnel of Early Childhood Development Centre**

1. I am [the Licensee / authorised by the Licensee of this Centre] to complete this declaration.
2. I am aware that all information submitted relating to the applicant, child and/or any family members is strictly confidential. The Centre is required to maintain the confidentiality of all such information and records in accordance with law, including the Personal Data Protection Act 2012 and the Early Childhood Development Centres Regulations 2018.
3. I have verified<sup>19</sup> the above information to be true, to the best of my knowledge and belief. I understand that I/our Centre may be liable to prosecution for any information furnished which I know to be false or do not believe to be true.
4. I understand that any part of this application improperly completed may lead to the rejection of the application.

ADVENTIST SCHOOLHOUSE	RC1789	65624932
Name of Childcare Centre	Centre Code	Contact No.
/ ADMIN OFFICER		DD / MM / YYYY
Name / Designation of Personnel	Signature	Date

<sup>19</sup> Please refer to Section 8 of the Code of Practice for the requirements relating to the administration of subsidy.